

ADDENDUM

BID NUMBER:	TENDER NUMBER SAT 322/25 AND 323/25
ADDENDUM DATE:	16 September 2025
TENDER CLOSING DATE:	29 September 2025 at 12h00
BID DESCRIPTION:	• Exhibition Management Company for Africa's Travel Indaba and • Exhibition Management Company Meetings Africa.

COMPULSORY BRIEFING SESSION ADDRESSING QUESTIONS, AND ANSWERS,

	QUESTIONS	ANSWERS
1	Are you going to split the tender? For example, let's say Meetings Africa. Perhaps you'll get two or three companies, just like with the travel indaba?	a) SA Tourism has issued two separate tenders: (i) SAT 322/25 for Meetings Africa and (ii) SAT 323/25 for Africa's Travel Indaba. (iii) Bidders responding to both RFPs must ensure that resources are not duplicated between the two shows. b) It is crucial that tenders are submitted through the correct link, as submissions made to the wrong link will be disqualified. c) Each tender will have only one appointed bidder or supplier. d) If a bidder is successful in both tenders, they can be awarded both contracts, provided they present separate project teams for each. e) Although the briefing session was combined to avoid redundancy, the submission, evaluation, and award processes for these tenders will be handled independently. Each tender is set for a duration of five years.
2	About the budget, is it going to be for five years or what? Or is it only for next	a) The budget or financial proposal should encompass the entire five-year contract period, accounting for any

	year, for the time being, or what? I just want to understand those two questions.	annual increases. Bidders are required to submit their costs for the full five-year duration, including annual escalations
3	Regarding hosted buyers on ATI. I just want to check because if I'm not mistaken, last year (2024) you did the vetting yourselves (SA Tourism) and the inviting process. For 2026 onwards, are you going to do that yourselves, or must we seek an agency for that?	a) In terms of the Meetings Africa, the Bidder must provide a vetting agency for the duration of the contract. However, ATI will remain vetted internally by SA Tourism unless otherwise advised.
4	We understand that a five-year strategic plan is being requested; however, this is not typically a standard requirement for a tender, and such work is usually commissioned separately. Developing a comprehensive strategy without access to post-show reports presents a significant challenge, as we lack the necessary data to inform the plan effectively.	a) Given SA Tourism's strategic approach to managing these important shows, the sales strategy is an essential component of the project and is included in the evaluation criteria as specified in the tender document b) For your convenience, please refer to the attached post-show report
5	If we're not awarded a tender and we share all that information and knowledge, how are we guaranteed that someone else is not going to take our ideas and run with it? What do you suggest there?	a) The bidder's responses are kept confidential and protected. SA Tourism ensures the integrity of the process by only using the strategy proposed by the successful bidder as any usage of the unsuccessful will be unethical conduct.
6	Will you maybe choose two or three different companies for the same bid?	a) SA Tourism is only looking at appointing one company/bidder or supplier as this is not a panel type of appointment, so there will be only one company appointed for each tender.

7	Was the previous tender process advertised for the same number of years?	a) Previously, this tender was issued for a three-year period. The strategic intent was to align the EMC tender with Host City contracts, although this alignment was never meant to be permanent. The current approach explores implementing the EMC on a longer-term basis.
8	Which company was previously awarded?	a) In line with National Treasury regulations, the names of successful bidders from competitive tenders are made public once the tender process is concluded. Synergy Business Events (Pty) Ltd was previously appointed, and this information was publicly disclosed as required by Supply Chain Management (SCM) guidelines. The company was responsible for delivering Exhibition Management Company services for both Meetings Africa and Africa's Travel Indaba b) Similarly, upon finalisation of the tender and the award process is finalised, the name of the successful bidder from this tender will be publicly disclosed.
9	Will the previous bidder be given an opportunity to bid?	a) SA Tourism cannot disqualify a bidder who is not blacklisted or restricted, unless there are legal documents explicitly prohibiting their participation on the tender process. b) As this is an open and competitive bidding process, all bidders are allowed to participate unless disqualified by law or regulation. SA Tourism is not permitted to exclude the previous supplier, and their participation does not grant them any preferential treatment
10	The question is with regard to the reference letter because there is Annexure L, which is a reference letter template. I just wanted to ask if you would like all our reference letters to be formatted in that template, even if we already have reference letters from	a) Bidders must use Annexure L as the prescribed template for reference letters, which should be completed by previous clients for similar work undertaken. Failure to comply may place the bidder at a disadvantage

	our clients. Does the reference letter template require us to go back to our clients to complete the reference letter template?	
12	Should the bidding company be awarded both contracts, are they allowed to subcontract resources for the second contract, as most of our in-house resources will already be utilised on the first contract?	a) Yes, bidders are permitted to subcontract, provided they adhere to subcontracting principles. They must disclose all relevant details, including agreements or working arrangements
13	My question is around the venue. will we know the venue before the tender closes or not? Because that impacts the budget if you look at it.	a) On 16 September 2025, the Minister of Tourism, Patricia de Lille, issued a media statement officially confirming Johannesburg and Durban as the Host Cities for the 2026 to 2030 editions of Meetings Africa and Africa's Travel Indaba, respectively
	Note: As communicated during the briefing session and in light of the project's urgency, shortlisted bidders advancing to Phase 2B - Presentation will be notified within 24 hours. Presentations must align with the criteria specified in Part C, Table 5.	

ERRATUM/CLARIFICATIONS/AMENDMENTS

BID NUMBER: 	SA TOURISM TENDER NUMBERS • SAT 322/25 (MA) • SAT 323/25 (ATI)
BID DESCRIPTION: 	• Exhibition Management Company Meetings Africa. • Exhibition Management Company for Africa's Travel Indaba and

NB: The purpose of this erratum is to inform bidders of the following amendments as communicated during the compulsory briefing sessions:

RFP DOCUMENT UPDATES
• Part A, Par 1 Should refer to Regulation 2022 and not 2017. • Part A, Par 3.5.20 - Duration of the contract is Sixty months (60). • Part A, Par 7.1 Should read as Annexure H (SBD 1) • Proposed resources and the team that are proposed for Meeting Africa (SAT 322/25) should not be the same resources proposed for the Africa Travel Indaba (SAT 323/25); this is applicable to bidders responding to both tenders.

ADDENDUM

Addendum received by the bidder and the contents thereof included in the tender:

Name (s) of official.....

Signature (s)

Name of Organisation/bidder.....

NB: Bidder's representative hereby confirms that he/she has read the contents of this addendum and abides by the terms and conditions of the original documentation.

“Please include a signed copy of the Addendum with the Submission”



SOUTH AFRICAN TOURISM